

STUDENT Handbook & Calendar

EDUCATION THAT WORKS
Forsyth Tech COMMUNITY COLLEGE

2000 - 2001

Phone _____

Office Location _____

Advisor _____

Curriculum _____

Name _____

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The Student Government Council welcomes you to Forsyth Technical Community College. We also welcome you to membership in SGC. All students who enroll and pay the \$9.00 activity fee are members in good standing and are afforded all of the rights and privileges of general membership.

For more information concerning the SGC, see pages 32 through 34 and the back cover.

Do you know that your **STUDENT ACTIVITY FEES** pay for all this?

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Student Activities Supervisor	21
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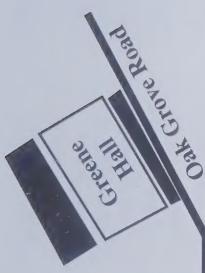
ForSythTech

COMMUNITY COLLEGE
Winston-Salem, NC

Main Campus

2100 Silas Creek Parkway
(336) 723-0371

Maintenance
& Receiving



MAIN CAMPUS

Allman Center
President's Office
Admissions
Alumni Services
Cashier's Office
Classrooms
Community Services
Counseling Center
Dean, Arts and Sciences
Dean, Curriculum Development
Development Office
Employment Assistance Center
Financial Aid
Human Resources
Information Desk
Records
Testing Center

Ardmore Hall
Auditorium A & B
Classrooms
Learning Center
Library

Bob Greene Hall
Dean, Health Technologies
Classrooms/Labs

Carolina Annex
Environmental Services
Public Safety

Carolina Building
Classrooms/Workshops

Forsyth Building
Classrooms/Workshops

Hauser Hall
Cafeteria

Parkway Building
Developmental Education

Piedmont Building
Dean, Business Technologies
Classrooms/Workshops

Salem Building
Classrooms/Workshops

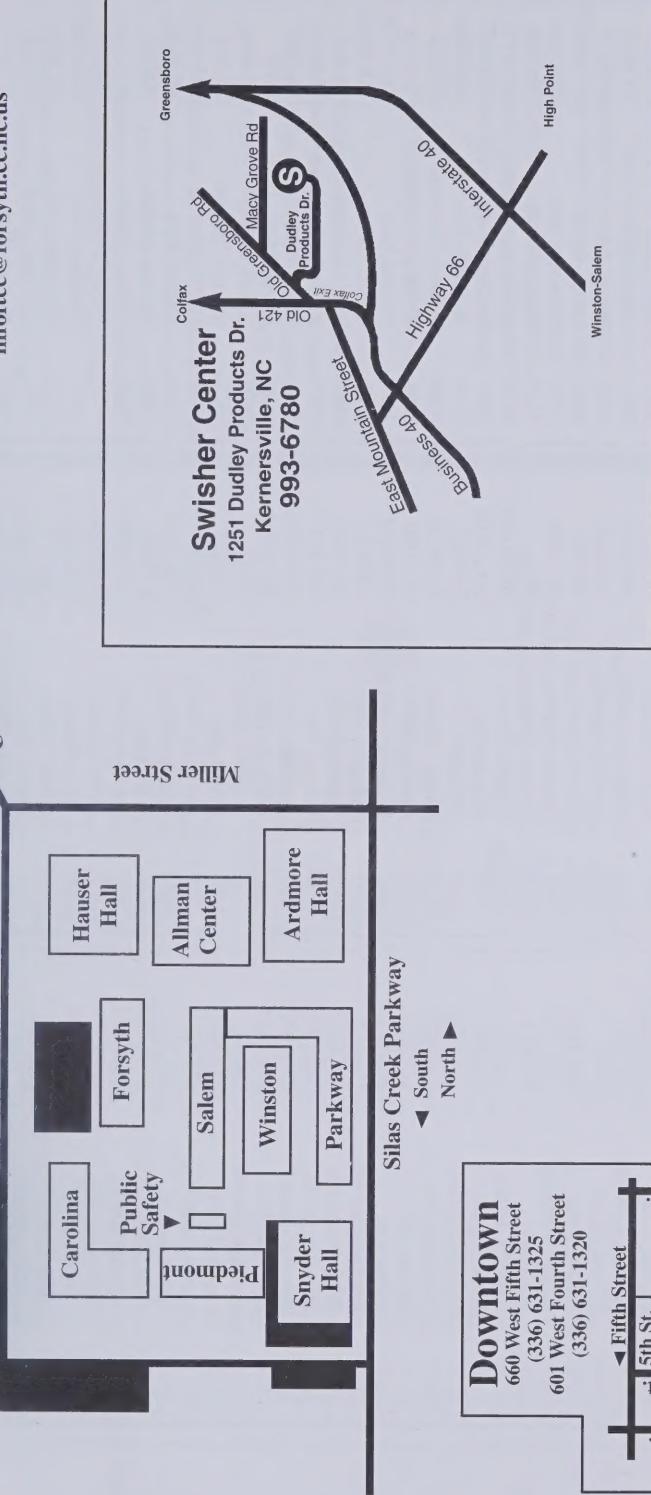
Winston Building
Distance Learning Classroom
Women's Resource Center

Snyder Hall
Bookstore

Classrooms
Faculty/Staff Service Center
Marketing & Public Information
Student Activities/SGC Office

Winston Building
Dean, Engineering Technologies
Classrooms

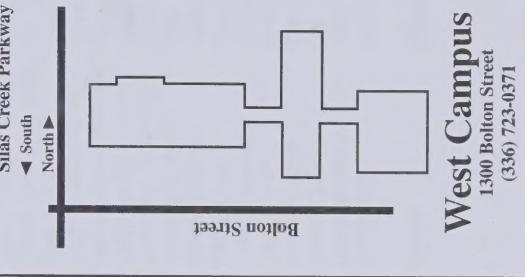
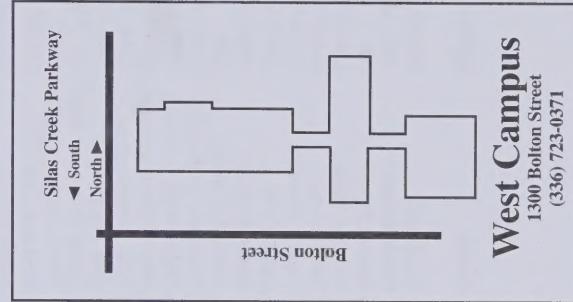
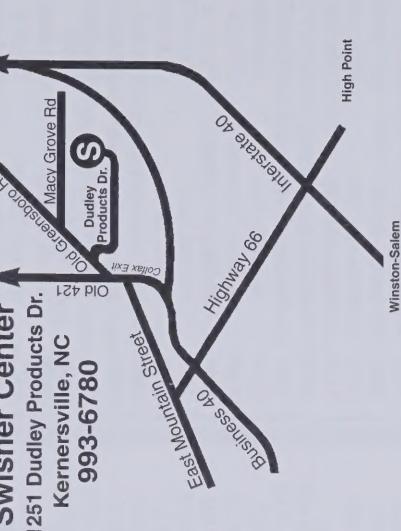
Student Parking



Main Campus

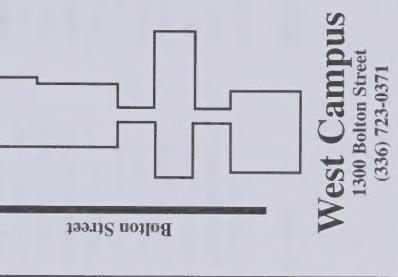
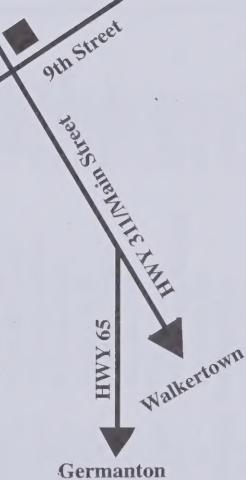
2100 Silas Creek Parkway
(336) 723-0371

Maintenance
& Receiving



Stokes County Office

Corner of 9th and Main Streets
Walnut Cove, NC
(336) 591-3464



Campus Phone Extensions

Outside callers: Dial 734 plus the extension number.

Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office
MWC	Alexander, Pam	MWC	7520	Covitz, Sharon	420 ALL	7228	Grady, Stan	259 HAU	7390	Keener, Susan	6119 SNY			
7224	Allen, Marvin	184 HAU	7758	Craft, Tara	4 WC	7262	Green, Brenda	106 ALL	7450	Keith, Rebecca	217 ALL			
7369	Allred, Susan	427 ALL	7433	Crailidis, Ann	232 BGH	7303	Greene, Floyd	HK	SBC	Kiser, James	5th St. Library			
7730	Andrews, Ruby	115 WC	7778	Cranfill, Martha	133 WC	7270	Gregory, Steve	258A HAU	7243	Klinsing, Sandy	CAR ANX			
7375	Ashburn, Jill	219 ALL	7410	Cranfill, Robin	6143 SNY	7322	Griffin, John	MAIN	7508	Labkin, Ted	124 ARD			
7223	Baggett, Tracy	150 ARD	7413	Cranford, Vickie	107 BGH	7771	Griffin, Michelle	111 WC	7303	Larkin, Betty	HK			
7271	Baity, Kristie	MWC	6104A SNY	Cremedy, Tina	MWC	7281	Grose, Odell	138 CAR	7461	Lawing, Barry	340 ALL			
7206	Barringer, Barbara	153 ALL	7509	Cutler, Daisy	6002 SNY	7421	Guess, Barbara	345 ALL	7456	Lee, Linda	309D ALL			
7733	Bayse, Audrey	58 WC	7256	Dalton, Sandra	123 ALL	7260	Gunnell, Brian	GSC	7287	Leonard, Tommy	226 MAINT			
7213	Beaton, Martha	232 ALL	7476	Davis, David	CAR ANX	7252	Gussman, Lynn	6119 ALL	7739	Leslie, Robert	104 WC			
7299	Beaver, Scott	CAR ANX	7340	Davis, Dwayne	347 ALL	7459	Hage, Elaine	309 ALL	7485	Lester, Joy	120E PKY			
7772	Bell-Prioleau, Teretha	4 WC	7393	Davis, Gary	CAR ANX	7396	Hath, Sylvia	6111 SNY	7177	Lewis, Daphne	421 ALL			
GSC	Bennett, Reginald	GSC	7419	Davis, Polly	203 BGH	7592	Hall, Annette	224A HAU	7249	Lindsay, Vickie	118 ALL			
7715	Berra, Ron	60 WC	7303	Davis, Rick	204 MAINT	7545	Hall, Mike	CAR ANX	7436	Lowery, Luther	249 BGH			
7212	Bigham, Bill	209 ALL	7283	Day, Gary	209A WIN	7312	Hanes, Ken	317 FOR	7189	Magee, Sonya	224 BGH			
7423	Black, Ann	256 BGH	7575	Deeb, Anmad	6138 SNY	7313	Hanna, Cindy	4 WC	7278	Marion, Marty	6213 SNY			
7220	Bodsford, Brenda	6102 SNY	7491	Delp, Joanne	MAINT	7187	Harkness, Don	102 BGH	7278	Marion, Sue	4th St. Center			
7511	Boger, Dale	6135 SNY	7380	DeVane, Gloria	122 PKY	7469	Harpe, Michael	119 ALL	7299	Marotz, Damien	CAR ANX			
7238	Bonner, Mekisha	146 ALL	7505	DeWitt, Linda	224B HAU	7764	Harris, Michael	14WC	7347	Marotz, Gae	6010 SNY			
7225	Bowen, Karen	184 HAU	7738	Dickens, Carolyn	132 WC	7329	Hedrick, Annette	184 HAU	7337	Marotz, Bill	322 HAU			
7344	Brewer, Kitty	MWC	406 ALL	Dillard, Betty	MWC	7235	Hedrick, Monica	148 ALL	7439	Martin, June	207 BGH			
7378	Briggs, John	112 ARD	7480	Dillard, Rose	100 ARD	7732	Hennis, Anne	105 WC	7600	Martin, Sheila	217 MAINT			
7519	Brimmer, Tanya	210 ALL	7382	Dillon, Sammy	CAR ANX	7401	Herring, Susan	221 ARD	7406	Matthews, Tony	302A SAL			
7290	Bринfield, Chris	6012 SNY	7304	Do, Hang	406 ALL	7303	Herten, Charyl	HK	7417	Maynard, Judy	230 BGH			
7219	Brooks, Yvonne	167 ARD	7272	Draughn, Regina	140 ALL	7268	Higgins, Roger	MWC	7101 MWC	McClintock, Madelyn	6102 SNY			
7231	Brown, Ike	314 FOR	7322	Duncan, James	MAINT	7313	Hill, Darrell	211C WIN	7357	McClintock, Patty	CAR ANX			
7322	Brown, Marshall	MAINT	7178	Durham, Debbie	319 BGH	7215	Hill, Gale	214 ALL	7610	McIntosh, Ken	315 ALL			
7453	Brownlee, Farn	308C ALL	7362	Durham, Laura	210 ARD	7435	Hilton, Yolanda	230 BGH	7242	McLean, Sherraine	159 ALL			
7186	Bullins, Adelia	243 BGH	7384	Dyson, Jodi	145 ALL	7276	Hodges, Warren	228 ARD	7303	McMoore, Barbara	HK			
7342	Burns, Herb	6227 SNY	7222	Ealey, Kim	242 ALL	7182	Holland, Carolyn	253 BGH	7277	Mecum, Ann	211A WIN			
7303	Bush, Pamalia	HK	7518	Emp Security Rep	150 ALL	7503	Hollerman, Terry	236 HAU	7393	Miller, Kevin	250 BGH			
7763	Byerly, Cheryl	6B WC	7528	Eddy, Roger	308 HAU	7292	Horton, Phyllis	201 BGH	7604	Mitchell, Dawn	428 ALL			
7216	Candelaria, Randy	165 ARD	7400	Edwards, David	300A SAL	7239	Howell, Ben	160 ALL	7331	Mitchell, George	208 HAU			
7303	Cannon, Ethel	HK	7244	Edwards, Mike	CAR ANX	7591	Hudgins, Jane	6134 SNY	7426	Mobley, Pat	205 BGH			
7737	Cathney, Jerri	61 WC	7185	Eggert, Lynne	215 BGH	7302	Huffman, John	5th St. Library	MWC	Moore, Mary	222 BGH			
7650	Cattle, Dorothy	242 ARD	7303	Eldridge, Brenda	HK	7729	Huggins, Janice	56 WC	7569	Morgan, Sharon	251 ALL			
7354	Chandler, Joe	206 ARD	7555	Essick, Phillip	411 ALL	GSC	Hunter, Lisa	GSC	7572	Morgan, Tammy	308B ALL			
7226	Chandler, Terri	165B ALL	7521	Evans, Tanya	418 ALL	7769	Hutchins, Wesley	62 WC	7296	Morris, Matt	120A PKY			
7513	Charles, Fran	6101 SNY	7460	Exum, Jo Ann	318 ALL	7377	Hustar, Sally	6101 SNY	7462	Mutton, Rick	260 BGH			
7297	Cherry, Jewel	223 ARD	7282	Foltz, Dan	6105 SNY	7712	Inge, Judy	4E WC	7366	Myrick, Martha	144 ALL			
LC	Christensen, Mary	5th St. Library	7454	Fortuna, Jim	308D ALL	7431	Jacobson, Sheri	227 BGH	7303	Nelson, Christen	402 ALL			
7457	Churchill, Jim	6138 SNY	7767	Fraley, Timothy	112 WC	0	James, Dee	176 ALL	7263	Nichols, Tina	117 ALL			
7411	Ciesielski, Melanie	206 BGH	7176	Freeman, Carol	135 ARD	7209	Jarvis, Ken	225 ALL	7725	O'Neal, Jeannie	5102 WC			
7730	Clay, Deborah Lynn	119 WC	7207	Fulp, Paula	428 ALL	7322	Jaynes, Greg	MAIN	7296	Newman, Carol	120A PKY			
7402	Cline, Jane	234 ARD	7289	Gesler, Darlene	6010 SNY	7302	Jeste, Mary	204 ALL	7374	Newsome, Judy	123 ALL			
7232	Clofelter, Kip	305 FOR	7198	Geyer, Laura	448C ALL	7449	Johnson, Rodney	404 ALL	7263	Newsome, Rick	402 ALL			
7437	Cook, Kathy	110 BGH	7184	Gibson, Chris	215 BGH	7757	Johnson, Rose	127 WC	7725	O'Neal, Pamela	117 ALL			
7466	Cofer, Mona	238 ALL	7730	Glen, Pam	115 WC	7507	Johnson, Trudeau	309 ALL	7303	O'Neal, Will Jr.	HK			
7391	Collins, Barbara	143 ARD	7442	Goforth, Shelton	259 BGH	7258	Jones, Bonnie	122 ALL	7303	O'Neal, Willie Sr.	HK			
7248	Compton, Paula	107 ALL	7476	Gordon, Mark	7501	7303	Jones, Jerry	258C HAU	7424	Owens, Florence	209 BGH			
7389	Conley, Kevin	256 ARD	7408	Gordon, Merrill	262 HAU	7303	Jones, Walter	HK	7493	Palmer, Patti	6104B SNY			
7437	Conner-Day, Anne	248 BGH	7218	Gordana, Nick	133 ARD	7351	Kardara, Nick	6209 SNY	7387	Parker, Carol	243 HAU			
7457	Cook, Gwen	106 ALL	7454	Gough, Nathanael	6212 SNY	7547	Kearns, Gerry	258B HAU	7454	Pearce, Eileen	242 HAU			

Mission

Forsyth Tech is a comprehensive community college offering lifelong learning and educational opportunities to improve the quality of life within the community and prepare globally competent citizens. As an open door college, Forsyth Tech values and respects the diversity and abilities of all learners.

The college provides learning opportunities through traditional and alternative methods of delivery in workforce preparedness training, college transfer programs, professional and personal development, and services to business, industry, and community agencies.

Role and Scope

Forsyth Tech is dedicated to providing learning opportunities associate degree, diploma, and certificate programs, as well as continuing education programs and services.

The purpose of Forsyth Tech is to provide for its students:

effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.

adult literacy courses, programs, and services, education and training for employment in vocational and technical fields.

professional and personal development through credit and non-credit courses, a seamless transition from high school through the community college to four-year institutions.

training and retraining in response to the changing needs of business, industry, and the community.

Quality Principles

The college operates with commitment to two quality principles:

1. Constancy of purpose - fulfilling our mission.
2. Customer service and satisfaction.

Vision

Forsyth Technical Community College will be a premier community college in the Southeast, known for its quality programs and services to business, industry, and individuals. It will be a leader in technological innovations, international education, and lifelong learning.

Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office	Ext.	Name	Office
7322	Pennell, Stephen	MAINT	7399	Skinner, Sara	6142 SNY	7504	Wiles, Jerri	244 HAU	244 HAU	Wilkins, Dwayne	MAINT
7477	Perez, Rafael	4B WC	7251	Shade, John	243 ALL	7322	Wilkins, Ann	5132 SNY	5132 SNY	Williams, Flossie	HK
7307	Perkins, Jean	448C ALL	7751	Small, Voulynnne	4 WC	7398	Williams, Ann	HK	7303	Williams, Frances	57 WC
DC	Perry, Nell	4th Street Center	SC	Smith, Greg	Stokes County	7303	Williams, Leola	HK	7735	Williams, Leola	HK
7288	Perryman, Malia	127 ALL	7527	Smith, Rod	108 CAR	7303	Williams, Michelle	309B ALL	309B ALL	Williams, Michelle	59 WC
7406	Petree, Robin	302A SAL	7188	Smith, Teresa	102 BGH	7455	Williams, Tracey	7727	7727	Wimbish, Janice	217 BGH
7236	Phelps, Susan	235 ALL	7279	Southern, Tony	123 CAR	7417	Wood, Loraine	120 ALL	120 ALL	Wood, Nelda	176 ALL
7464	Pinnix, Allen	346 ALL	7322	Sopher, Frank	MAINT	7255	Wood, Nelda	0	7393	Wooten, Robin	CAR ANX
7407	Polianis, Marcia	224C HAU	7219	Springs, Jennifer	104 ARD	7315	Worley, Ernestine	231 BGH	7344	Wyatt, Kim	213 ALL
7418	Potter, Linda	202 BGH	7303	Springs, Ruth	HK	7365	Yurko, Linda	253 AHB	7180	Yurko, Linda	253 AHB
7303	Powell, Norma Jean	HK	7376	Spurgeon, Thelma	204 HAU	7376	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	251 ARD	208 HAU	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	223 ALL
7523	Pritchard, Berniece	204 BGH	7315	Squire, Annette	127 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	223 ALL	7289	Stainbrook, Eric	308A ALL
7337	Queen, Garland	323 HAU	7567	Stanley, Allene	HK	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	121 ALL	7375	Stanley, Allene	303E SAL
7416	Rajacich, Carolyn	200 BGH	7303	Stoltz, Herb	HK	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6210 SNY	7338	Stone, Chack	303E SAL
7311	Randall, Bill	233 ARD	7534	Stovall, Pan	147 ARD	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	147 ARD	7243	Strausser, Karen	251 ARD
GSC	Ray, Deana	101 GSC	7266	Stuggs, Sandra	266 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	266 ALL	7243	Swain, Mike	219 BGH
7458	Redfield, Kristin	308E ALL	7611	Sutphin, Donald	147 ARD	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	147 ARD	7243	Swain, Mike	6140 SNY
7261	Reece, Ellen	138B PKY	7316	Swain, Cathy	147 ARD	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	147 ARD	7243	Swenson, Ed	6140 SNY
7275	Reeves, Derrick	106 CAR	7254	Tarr, Jeanette	219 BGH	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	219 BGH	7472	Tatum, Bettie	219 MAINT
7240	Richardson, Colleen	162 ALL	7529	Tatum, Heidi	38A WC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	38A WC	7325	Tennis, Heidi	38A WC
7514	Richardson, Margaret	448A ALL	7208	Thomas, Marie	218 BGH	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	218 BGH	6010 SNY	Thomas, Tom	126 CAR
7404	Richardson, Roger	204C WIN	7589	Tinnes, Tom	126 CAR	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	126 CAR	7289	Tomasula, Elizabeth	204 HAU
7494	Rinehardt, Sybil	6144 SNY	7306	Turner, Douglas	250 BGH	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	250 BGH	993-6780	Turner, Martha	HK
7179	Ritchie, Clyde	253 BGH	7463	Tuttle, Jackie	120D PKY	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	120D PKY	744-5159	Tuttle, Jeff	233 ARD
7274	Robbins, Freddie	138A PKY	7516	Trivette, Angelia	6111 SNY	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6111 SNY	7325	Tyndall, Ann	449 ALL
7303	Roberson, Delores	HK	7753	Tyndall, Ann	449 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	449 ALL	7222	Valentini, Ronnie	252 ARD
7334	Robertson, Randy	410 ALL	7429	VanderKlok, Becki	428 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	428 ALL	7329	Vargas, Nancy	102 WC
7303	Rockson, Annette	HK	7285	Vernon, Carole	205 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 ALL	7718	Vestal, Sherry	6 WC
7317	Rogers, Jerry	207 MAINT	7280	VanderKlok, Becki	102 WC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	102 WC	7267	Vincent, Sandra	6010 SNY
7333	Roth, Tom	346 HAU	7440	Vargas, Nancy	205 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 ALL	7267	Waddell, Edwin	6003 SNY
7273	Rousseau, James	419 ALL	7303	Vernon, Carole	205 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 ALL	7411	Walbin, Desna	445 ALL
7203	Rowe, Drew	426 ALL	7484	Vestal, Sherry	133 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	133 ALL	7480	Warner, Susan	133 ALL
7441	Rubush, Shannon	258 BGH	7358	Weaver, Cindy	4 WC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	4 WC	7219	Watson, Debra	152A HAU
7322	Saddler, Greg	MAINT	7323	Whitney, Linda	163 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	163 ALL	7303	Whitson, Rhonda	6008 SNY
7443	Sandaly, Andy	344 ALL	7368	Watts, Ann	106 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	106 ALL	7303	Whisnant, Pat	6102 SNY
7483	Sallee, Athene	120B PKY	7350	Webb, Linda	151 HAU	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	151 HAU	7247	Webb, Mimi	151 HAU
7428	Sample, Phyllis	213 BGH	7759	Webb, Mimi	314 HAU	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	314 HAU	7247	Weddle, Sherri	176 ALL
7241	Sandin, Peggy	156 ALL	7200	Whener, Ellen	156 HAU	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	156 HAU	7247	Wheat, Bill	156 HAU
7214	Savely, Kelli	214 ALL	7776	Whisenhunt, Rhonda	209 ARD	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	209 ARD	7303	White, Linda	251 BGH
7286	Sechrest, Joe	410B PIE	7373	Whitson, Rhonda	210 GSC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	210 GSC	7247	White, Mardi	224D HAU
7405	Sequeira, Anna	342 ALL	7536	Whitson, Rhonda	210 GSC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	210 GSC	7247	Wilder, Bill	130 CAR
7233	Sexton, Gloria	206 HAU	7303	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	206 HAU	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	206 HAU	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	206 HAU
7203	SGA Office	6002 SNY	7326	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6002 SNY	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6002 SNY	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6002 SNY
7303	Shanks, Lucy	HK	7291	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK
7314	Shepherd, Bruce	111 ALL	7324	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	111 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	111 ALL	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	111 ALL
7427	Sheppard, Perry	212 BGH	7728	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	212 BGH	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	212 BGH	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	212 BGH
7777	Sherill, Sherry	107 WC	7570	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	107 WC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	107 WC	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	107 WC
7388	Shields, Sheila	6121 SNY	7234	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6121 SNY	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6121 SNY	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	6121 SNY
7381	Shirk, Bob	105 PKY	7264	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	105 PKY	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	105 PKY	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	105 PKY
7768	Shirk, Louise	63 WC	7250	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	63 WC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	63 WC	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	63 WC
7210	Shoaf, Christina	260 ALL	7305	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	260 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	260 ALL	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	260 ALL
7183	Shoaf, Don	253 BGH	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	253 BGH	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	253 BGH	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	253 BGH
7535	Shumate, Eddie	303C SAL	7349	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	303C SAL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	303C SAL	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	303C SAL
7202	Silverman, Cherri	421 ALL	7448	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	421 ALL	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	421 ALL	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	421 ALL
7303	Simpson, Donna	HK	7309	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	HK
7330	Sinatra, Alice	209 ARD	7438	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	209 ARD	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	209 ARD	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	209 ARD
GSC	Sinatra, B. J.	103 GSC	7199	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	103 GSC	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	103 GSC	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	103 GSC
7322	Sipes, Scott	205 MAINT	7259	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 MAINT	7375	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 MAINT	7247	effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.	205 MAINT

Where Do I Go For. . .

TO DO LIST

	<u>Who to See</u>	<u>Where to Go</u>	<u>Phone</u>
Academic Questions			
...need to determine my academic standing?	Records Office	Allman Center 106	7472
...want to audit a course?	Academic Advisor	Course Instructor	
...can't start a course as assigned?	Academic Advisor	Customer Service Center	
...want to take a continuing education course?	Customer Service Center	West Campus	761-1002
...want to change curriculums?	Admissions Office	Allman Center 123	7253
...have a concern about a course grade?	Academic Dean		
...need my grade point refigured?	Academic Advisor		
...need to determine if I meet graduation requirements?	Academic Advisor		
OR			
...need an intent to graduate form?	Student Data Support Serv.	Allman Center 114	7314
...am having problems with my classes?	Student Data Support Serv.	Allman Center 114	7314
...have questions about academic probation?	Counseling Center	Allman Center 164	7226
OR			
...want to take a proficiency test?	Counseling Center	Allman Center 164	7226
...need a transcript of my grades?	Academic Advisor	Allman Center 114	7314
...need tutoring?	Records Office	Allman Center 106	7472
...want to withdraw from a course or from school?	Learning Center	Ardmore Hall 1 st Floor	7365
...have questions about my tuition refund?	Counseling Center	Allman Center 164	7226
OR			
...want to get involved in campus activities or run for an SGA office?	Records Office	Allman Center 106	7472
...have a question about campus security?	Public Safety	Carolina Annex	7243
...need to report a change of name or address?	Records Office	Allman Center 106	7472
...need help in getting my veteran's benefits?	Financial Aid Office	Allman Center 148	7235
...have questions about my tuition refund?	Cashier Office	Allman Center 2 nd Floor	7210
Financial Questions			
...need financial aid?	Financial Aid Office	Allman Center 148	7235
...need financial assistance for child care?	Women's Resource Center	Hauser Hall 206	7280
...want to apply for a scholarship?	Financial Aid Office	Allman Center 148	7235
...want to apply for a tuition refund?	Records Office	Allman Center 106	7472
...need help in getting my veteran's benefits?	Financial Aid Office	Allman Center 148	7235
...have questions about my tuition refund?	Cashier Office	Allman Center 2 nd Floor	7210
Other Student Questions			
...want to get involved in campus activities or run for an SGA office?	SGA Office	Snyder Hall 6002	7326
...need special help due to a disability?	Public Safety	Carolina Annex	7243
...need information about housing?	Records Office	Allman Center 106	7472
...need help in choosing a career?	Counseling Center	Allman Center 164	7226
...need tips on interviewing, finding a job, and preparing a resume?	Employment Asst. Center	Allman Center 150	7343
...locked my keys in my car?	Public Safety	Carolina Annex	7243 or 0
...need special help due to a disability?	Testing Center	Allman Center 133	7248
...need information about housing?	Counseling Center	Allman Center 164	7226
...need first aid?	Public Safety	Carolina Annex	7243 or 0
...want to see the job listings?	Employment Asst. Center	Allman Center 150	7343
...lost or found something on campus?	Information Desk	Allman Center	7448
...need definition of college terminology?	Public Safety	Carolina Annex	7243 or 0
...Customer Service Center	Customer Service Center	West Campus	761-1002
...want to appeal a Forsyth Tech parking ticket?	Admissions Office	Allman Center	7253
...want to pay a Forsyth Tech parking ticket?	Public Safety	Carolina Annex	7243 or 0
...need help with a personal problem?	Business Office	Allman Center	7210
...want to appeal my residency status?	Counseling Center	Allman Center 164	7226
...need help from an outside agency?	Admissions Office	Allman Center 123	7253
...want to appeal a Forsyth Tech parking ticket?	Women's Resource Center	Hauser Hall 206	7280

August 2000

6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours at Swisher and Woodruff Centers may be abbreviated and will be posted at the Centers. All payment due by 7 p.m. on August 10. Purge all nonpayers except financial aid.	1 REGISTRATION 10 a.m. - 7 p.m. 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	2 REGISTRATION 10 a.m. - 7 p.m. 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	3 REGISTRATION 10 a.m. - 7 p.m. 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	4 REGISTRATION 10 a.m. - 7 p.m. 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 3 p.m.	5 REGISTRATION 9 a.m. - 1 p.m. 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 3 p.m.	
	6 24 Hr. Phone Registration Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	7 REGISTRATION 10 a.m. - 7 p.m. 24 Hr. Phone Registration Ends 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	8 REGISTRATION 10 a.m. - 7 p.m. Phone Registration Ends 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	9 REGISTRATION 10 a.m. - 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	10 NO REGISTRATION Drop/Add Payments: 8:30 a.m. - 7 p.m. ALL PAYMENT DUE by 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 4 p.m.	11 NO REGISTRATION Drop/Add Financial Aid Payment 8:30 a.m. - 2 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 3 p.m.
	13 NO REGISTRATION Drop/Add Financial Aid Payment 8:30 a.m. - 1 p.m. & 3 - 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 7 p.m. Purge financial aid nonpayers	14 REGISTRATION 8:30 a.m. - 7 p.m. ALL PAYMENT DUE by 7 p.m. Purge all nonpayers. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 7 p.m.	15 REGISTRATION 8:30 a.m. - 7 p.m. ALL PAYMENT DUE by 7 p.m. Purge all nonpayers. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 7 p.m.	16 REGISTRATION 8:30 a.m. - 7 p.m. ALL PAYMENT DUE by 7 p.m. Purge all nonpayers. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Faculty Work Day (No Classes) Bookstore: 8 a.m. - 7 p.m.	17 NO REGISTRATION Faculty/Staff Orientation (No Classes) Orientation for 60 & 80 Classes 10 a.m. - 12 Noon Bookstore: 8 a.m. - 3 p.m. Last Day for 100% Refund	18 NO REGISTRATION Faculty/Staff Orientation (No Classes) Orientation for 60, 80, & 90 Classes 5:30 - 7:30 p.m.
	20 First Day of Classes DROP/ADD Late Registration 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Bookstore: 8 a.m. - 7 p.m.	21 DROP/ADD Late Registration 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Bookstore: 8 a.m. - 7 p.m.	22 DROP/ADD Late Registration 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Bookstore: 8 a.m. - 7 p.m.	23 DROP/ADD Late Registration 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Bookstore: 8 a.m. - 7 p.m.	24 DROP/ADD Late Registration 8:30 a.m. - 1 p.m. & 4 - 6 p.m. Late Financial Aid Payment 8:30 a.m. - 7 p.m. Bookstore: 8 a.m. - 7 p.m.	25 Last Day for Financial Aid recipients to charge books/supplies or receive a credit from the Bookstore using financial aid funds.
	27 SGA Meeting	28	29	30 Last Day for 75% Refund	31	

Academics

Academic Policies and Procedures

This section contains important information on all aspects of academics at Forsyth Tech. Read it carefully and keep your calendar handy in case you need this information.

Advisors/Advisees

The advisor/advisee program is intended to help you during your study at Forsyth Tech. You are assigned a curriculum advisor who will help you choose the correct classes for each registration. Your advisor will have office hours posted so if you need answers to questions or solutions to academic problems, you will have a personal contact. Your advisor will also help you with registration by checking your previous grades, making sure you've met prerequisites, and, **most importantly, signing your scheduling card**. You are totally responsible for contacting your advisor and getting the proper signature for registration. All discussions with your advisor are confidential.

Class Attendance

You are expected to attend all class, laboratory, shop, practicum, and/or clinical experience sessions. If you miss a session for any reason, you are fully responsible for letting your instructor know why you were absent. Remember that you will have missed instruction, assigned work, testing, or other assignments during your absence. Your instructor will expect you to catch up!

If you are tardy for class, your instructor is allowed to count the tardy toward your total absences. Be sure to talk with your instructor if special circumstances cause repeated tardiness.

You must satisfy the instructor that you should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five (5) hours of class;
2. three (3) practicum (shop, laboratory, or clinical experience) sessions which meet for two (2) or more hours;

TO DO LIST

3. three (3) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours.

Class attendance is recorded from the first officially scheduled class meeting. The instructor has the ability to set individual course attendance requirements related to absences or tardies but should develop rules that do not penalize any student during the official drop/add period.

Some curriculums have special class attendance. If you are in one of these, you will receive a written notice of the attendance rules by the second class period.

Evaluation of Students

Instructors have the full responsibility for evaluating the achievement of their students. Students will be informed in writing no later than the second class meeting of the requirements for the course, teaching and evaluation methods, and how the final grade is determined.

Instructors should identify as early as possible those students who are failing and refer their names to their faculty advisors and counselors.

Forsyth Tech encourages the policy of frequent and varied evaluations throughout a course. Each instructor determines the relative value of each of the evaluative instruments they use.

The final examination will constitute no more than 20% of the final grade.

The final authority for assignment of grades is the responsibility of the instructor and the division dean.



September 2000

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2		
3	4 Labor Day Holiday	5	6	7	8	9
10	11 SGA Meeting	12	13	14	15	16
17	18	19	20	21	22	23
24	25 SGA Meeting	26	27	28	29	30 Rosh Hashanah

Grading System

Listed below are the number and letter grades used at Forsyth Tech. See Example of How to Figure Your Grade Point Average (GPA) on this page.

Number Grade	Letter Grade	Number of QPs earned per sem. hr.
94-100	A	4
86-93	B	3
78-85	C	2
70-77	D	1
Below 70	F	0
*WP	Withdraw passing	0
*WF	Withdraw failing	0
W	Withdraw by 50% point of the semester	0
I	Incomplete**	0
Y	Audit**	0
CR	Credit granted or passed proficiency	0
TR	Course transferred	0

Grades A, B, C, D, F, and WF compute in the grade point average (GPA). WF is computed as an "F" in the GPA. Grades W, WP, I, Y, TR, and CR do not compute in the GPA.

* **A Withdrawal Passing/Failing** is the grade given to a student who officially withdraws from a class at any time after the 50% point of the semester. A student may officially withdraw after the 50% point only after talking with the instructor of the class. If the student officially withdraws or if the student is dropped by the instructor, the instructor will determine if a grade of WP or WF is appropriate.

** **A grade of incomplete** is given only if you have a valid reason for not completing all required work and if you have talked with your instructor before the end of the semester. There are many rules and restrictions for an incomplete, so see your instructor immediately. An incomplete is not automatically given just because you fail to complete an assignment or a test.

Auditing a class means you pay tuition and fees but you **do not get credit, hours or a grade** for the class. If you need review of course content before taking a class for credit, auditing may be a good choice for you. When auditing, you should do all the reading and work, just as you would if you were getting credit.

You will need a special form to audit a class. Go to the Records Office, the Counseling Center, or to the appropriate division dean. You must get the form (with required signatures) to the Records Office before the 10% point of class. Once you elect to audit, you may not change your mind past the last day of drop/add.

Example of How to Figure Your GPA

Assume your semester grades are:

	Credit Hours	Quality Points	Total Points
B in Expository Writing.....	3	3	9
C in Principles of Accounting I.....	4	2	8
A in College Algebra	3	4	12

Divide 29 by 10 and you get 2.90 GPA for the semester.

Course Repeat Rule

If you fail any required course in your curriculum, you must repeat it until you pass; otherwise, you cannot receive a degree, diploma or certificate. If you fail a course in your major, you should see your academic advisor immediately. If that person is not available, see a counselor in the Counseling Center. If a course must be repeated several times, the appropriate dean will make the final decision on a student's permission to repeat the class.

The last grade you earn on a repeat course, whether F or higher, will be your official grade and will be used to figure your GPA. A grade of W or WP will not be considered a repeat grade. A grade of WF will be considered a repeat grade.

Academic Standing/Probation

Any time your cumulative GPA drops below 2.0, you are placed on academic probation. That means you are given until the end of the next semester to raise the average back to a 2.0. If you fail to reach the 2.0 level by the end of the next semester, an Academic Review Committee will review your record. The committee may reduce the number of credit hours you can take; they may require you to repeat courses in which you earned low grades; or they may drop you from your curriculum.

Appeal of Academic Review Committee

If you want to appeal the decision of the Academic Review Committee, **you must write the dean of your division within 24 hours of receiving notification**.

The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify you, the department chairperson and the advisor in writing.

TO DO LIST

October 2000

10

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Fall Break Faculty Work Day (No Classes) Yom Kippur Columbus Day, Observed	10 Fall Break Faculty Work Day (No Classes)	11	12	13 Fall Festival	14
15	16 National Boss Day	17	18 Last Day to Drop without Penalty	19	20	21
22	23 SGA Meeting	24 United Nations Day	25	26	27	28
29	30 Daylight Saving Time Ends	31 Halloween				

Appeal Concerning a Grade (Academic Appeal)

Any appeal of a course grade should begin with a scheduled conference between the student and the instructor. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chairperson. If the student does not accept the decision of the department chairperson, the student may appeal to the appropriate division dean. The student has the responsibility to provide the dean with a written letter of appeal by the first day of the new semester in order for the appeal to be considered. After conferencing with the student, the dean can convene a division Academic Appeals Committee. This committee will hear the appeal and make a recommendation to the dean. The final decision is made by the dean, who will notify the student, the instructor and the appeal committee chairperson in writing. Questions concerning the appeal process should be directed to your instructor, department chairperson or the dean's office.

Your letter should include:

1. date, your name, signature and telephone number.
2. prefix and number of course for grade being appealed.
3. name of instructor issuing the grade.
4. brief explanation of why you feel the grade is incorrect and
5. any supporting documentation you feel is needed to explain more fully your position on the grade.

Your appeal letter and any supporting documentation will be duplicated for the committee to review.

Graduation Honors and Awards

Students who have earned a cumulative GPA in their curriculum of 3.50-4.00 at Forsyth Tech will be granted a diploma or degree with High Honors. Any student who has earned a cumulative GPA of 3.00-3.49 will be granted a diploma or degree with Honors. A seal of recognition will be placed on the student's degree or diploma, and the student's transcript will be noted to reflect this achievement. To be eligible for Honors or High Honors, at least 20 semester hours must be completed at Forsyth Tech for those students enrolled in an associate degree curriculum, and at least 10 semester hours must be completed at Forsyth Tech for those students enrolled in a diploma curriculum. Only graduates in curriculums leading to a degree or diploma qualify for this academic recognition. Graduates of the curriculums leading to a certificate of completion do not qualify.

Semester Honors

President's Honors List - At the end of each semester, a President's Honors List recognizes those students with a semester 4.00 GPA. To be eligible for the President's Honors List, students:

- a) excluding Developmental Education students, special credit students and certificate students.
- b) must earn a 4.00 GPA on a minimum of 9 credit hours of curriculum courses.
- c) must have completed all course work for the semester. Students with grades of "I" will not be eligible.

Deans' List - The Deans' List recognizes those students with a semester GPA of 3.50 to 3.99. To be eligible for the Deans' List, students:

- a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
- b) must earn a 3.50 or above GPA on a minimum of 9 credit hours of curriculum courses.
- c) must complete all course work for the semester. Students with grades of "I" will not be eligible.

Lists are distributed to the deans each semester.

Graduation Requirements

(Current catalog has detailed information.)
Students graduate with the course requirements that are applicable at the time they enroll in a curriculum if they remain continuously enrolled until graduation. Students who withdraw for two or more semesters from a curriculum must graduate with the course requirements that are in effect at the time they re-enroll. Any exceptions must be approved by the appropriate division dean.

You must have completed all requirements for your curriculum and have a 2.0 GPA. You **must** complete an Intent to Graduate form at the time of your last registration. Intents filed within 12 weeks of graduation **will not** be accepted for that graduation but will be applicable for the next graduation. Forms are available in the Records Office. A \$10 graduation fee must be paid at the time the intent form is filed. The fee and intent form are required whether you plan to attend graduation ceremonies or not.



TO DO LIST

November 2000

12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Election Day	8	9	10	11 Veteran's Day
12	13 SGA Meeting	14	15	16	17	18
19	20	21	22	23 Faculty Work Day (No Classes)	24 Thanksgiving Holiday	25
26	27 SGA Meeting	28	29	30		

TO DO LIST

with your advisor. Special credit students should go to the Counseling Center on the days scheduled for registration. **You are not officially registered, however, until you have paid all fees and tuition.** Payment dates will be posted around campus and given to students when they register. If you do not pay your fees and tuition by the appropriate date, your registration will be voided.

Transfer Credit

If you have attended another school or college, you may transfer courses that are comparable in content, objective, quality, and credit hours to those at Forsyth Tech by submitting an **official** transcript to the Admissions Office. If you are transferring from a regionally accredited school or one that is a member of the North Carolina Community College System, you may be granted transfer of credit.

You may NOT transfer credit from a continuing education course to a diploma or associate degree curriculum. Also, in most cases, you cannot transfer credit from a diploma curriculum to an associate degree curriculum.

Transfer to Senior Colleges and Universities

Forsyth Tech's College Transfer curriculum allows you to complete the first two years of a liberal arts college curriculum and to earn either an associate in arts degree or an associate in science degree. With either of these degrees, you can transfer to many public or private senior institutions, including all sixteen branches of the UNC system, with full junior-year standing. A minimum GPA of 2.0 is required for transfer credit. No course with a grade below C will transfer.

The Career Guidance Center provides information about senior colleges and universities. **Remember, however, that it is your responsibility to contact the Admissions Office of the four-year college/university you want to attend. The decision to accept or to reject transfer credit remains with the school to which you are transferring.**

Grade Reports and Transcripts

Your grades will be mailed to your permanent address after the last day of the semester. A transcript of your work is kept in the Records Office. A fee of \$2 per transcript is required for an official copy (to schools, employers, etc.) or an unofficial copy (for you). Forsyth Tech will not issue a transcript if you still owe tuition, fees, or penalties to the school. We also will not issue your transcript to another party unless you have authorized it in writing.

What to Do If You Must Withdraw from a Class or School

There is a right way and a wrong way to withdraw from a class or from Forsyth Tech altogether. The wrong way is simply to disappear without officially informing your instructor or the Records Office or Counseling Center. If this happens, your instructor can give you an F in that class, so the penalty is very severe. The right way to withdraw is to tell your instructor as soon as you know you must withdraw or go to the Records Office or Counseling Center and ask for a Drop Form. If you fill out the form, your official withdrawal date will be the date you filled out the form. If your instructor fills out the form, your official withdrawal date will be the date the instructor records on the form. If you are on financial aid, your official date of withdrawal becomes very important.

If you have to leave school completely, whether temporarily or permanently, you should fill out an official Drop Form or an End-of-Semester Withdrawal Form--available from the Counseling Center. If you don't fill out one of these two forms and you later want to return to Forsyth Tech or transfer to another school, your reentry may be delayed.

If you are a veteran or are receiving financial aid, you must notify the Office of Student Financial Services of your withdrawal.

Registration for Currently Enrolled Students

Around the middle of the semester, you will see signs on campus about registration for the next semester. Read them carefully and follow the instructions. If you are a Developmental Education student, make an appointment

December 2000

14

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	
3	4	5	6	7	8	9
10	11 SGA Meeting	12	13	14	15	16
17	18 Last Day of Classes	19 Grade Posting Faculty Work Day (No Classes)	20 Faculty Work Day (No Classes)	21 Faculty Work Day (No Classes)	22 Hanukkah	23 Christmas & New Year's Holiday
24	25 Christmas	26 Christmas & New Year's Holiday	27 Christmas & New Year's Holiday	28 Christmas & New Year's Holiday	29 Christmas & New Year's Holiday	30 Christmas & New Year's Holiday
31						

Services for Students

15

Bookstore

Monday - Thursday 8 a.m. - 4 p.m.
Monday, Tuesday, & Thursday 8 a.m. - 7:30 p.m.
Friday 8 a.m. - 3 p.m.

BOOKS - SUPPLIES - T-SHIRTS - ETC.

Located on ground level of Snyder Hall or shop online at

www.ficc.bksr.com

Hours during registration and summer term may vary. Books for Corporate & Continuing Education courses are sold at West Campus during specified hours at the start of each semester.

Book Return Policy

1. Last day of returns is two weeks from the first day of class (posted in store).
2. No refund without receipt.
3. No cash refunds on grants.
4. Books must be unmarked and in good condition.
5. New books with names written inside will be refunded at used book price, even if course is cancelled.
6. A wrongly-purchased book can be exchanged only for correct book.
7. Optional study guides - no refund.

Counseling/Career Guidance Center

If you need help with academic, career, financial, social, or personal problems, professional counselors are available during day and evening hours. Appointments may be made in the Counseling Center. Walk-ins are welcome. Career planning assistance is also available to students and members of the community. For information, contact the Counseling Center.

Special Provisions for Persons with Disabilities

It is the intent of Forsyth Tech that all courses of study be accessible to qualified students. Persons with documented disabilities should provide approximately one semester advance notice to the director of Testing/Special Services/ADA in order to identify any special equipment needs and to facilitate adjustments in curriculums, facilities, or schedules, if needed.

Special services currently available for persons with disabilities include, but are not limited to: tutors, readers, and notetakers; a TTY (text telephone); staff members

with basic manual language skills; taped texts; adapted computer equipment; and modification of placement test administration. These free services may be arranged in the Testing Center. Students who require attendant care are responsible for their own arrangements.

Employment Assistance Center

The EAC provides job listings and information on local and regional companies to you and to Forsyth Tech graduates who register with the office. Help with resume writing and interviewing skills is also provided. Current job openings are posted on bulletin boards in the following locations: Allman Center, Carolina Building, Snyder Hall, Ardmore Hall, and Hauser Hall.

The Learning Center

The Learning Center offers a variety of services and programs including:

Tutoring Services - Tutoring Services offers several methods for helping students who are having academic difficulties. Tutoring is done in one-to-one or small group sessions two or three times a week. Tutors are primarily fellow students who receive training. Students can get help in virtually every academic course offered on the main campus. The Learning Center also has math, science, reading, and basic writing skills labs, all staffed by well-qualified lab assistants. Another service to help students is a variety of workshops on learning skills, conducted by Learning Center staff. The Learning Center offers tutoring in math, science, and writing via email at tutor@forsyth.cc.nc.us. Students can email questions and receive a response from part-time lab assistants within 1-2 days. Students should include the following items in their email:

Full name as it appears in our records - John M. Doe
Class name and number - MAT 070
Instructor's name - Dr. Math

Computers for Writing Papers - The Learning Center has computers for students to write class papers, reports, assignments, etc. This service is available to any enrolled student doing class related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take a placement test. To help these potential students, the Learning Center offers worksheets, practice tests, and tips on test taking.

TO DO LIST

January 2001

16

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Christmas & New Year's Holiday	2 Faculty Work Day (No Classes) Financial Aid Payment 8:30 a.m. - 1 p.m. & 3 - 7 p.m.	3 Faculty Work Day (No Classes) Financial Aid Payment 8:30 a.m. - 1 p.m. & 3 - 7 p.m. Purge Financial Aid Nonpayers	4 LATE REGISTRATION Faculty Work Day (No Classes) Late Financial Aid Payment 8:30 a.m. - 7 p.m.	5 Faculty Work Day (No Classes)	6
2	8 First Day of Classes Late Registration DROP/ADD Late Financial Aid Payment 8:30 a.m. - 7 p.m. SGA Meeting	9 Late Registration DROP/ADD Late Financial Aid Payment 8:30 a.m. - 7 p.m.	10	11	12 Last Day for Financial Aid recipients to charge books/supplies or receive a credit from the Bookstore using financial aid funds.	13
9	15 Martin Luther King Jr. Holiday	16	17 Martin Luther King Jr. Celebration	18	19	20
16	22 SGA Meeting	23	24	25	26	27
23	29	30	31			

TO DO LIST

Parking

Student parking is on a first-come, first-served basis. All lots are marked so that you can be sure you are in **student** spaces. Fines are given if you park illegally. You must have a Forsyth Tech parking decal for your car; students with disabilities must have a special permit. If you park illegally in a space for students with disabilities, you can be fined \$100.

Health Services

Limited services are provided by the Public Safety Office. Injuries requiring more than minor first aid will be treated in the emergency room at either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

Emergency Phone Calls

The staff will make every effort to contact you in the event of an emergency phone call. Forsyth Tech does not have facilities to forward general messages to you. Forsyth Tech does not give out identifying information about you to telephone callers and/or unidentified persons without your permission.

Women's Resource Center

The Women's Resource Center is an on-campus facility that promotes the educational, personal, and professional development of women. The Center addresses many issues including creative childcare, financial management, health education, legal matters, and professional and personal development. Networking and collaborating are the guiding principles for the Center's services. The Center's comfortable lounge, library resource area, administrative staff, and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs and assistance that are offered through the Center include:

- The Single Parent/Displaced Homemaker Program
- Workforce Investment Act (Replaces JTPA)
- Workshops - Workshops provide guidance for handling issues and challenges students face in the work, home, and school environment.
- Counseling and Referrals - Referrals match individuals to appropriate agencies such as Battered Women's Services, Department of Public Health, etc.

Library

The Forsyth Tech library is located on the first floor of Ardmore Hall.

Library hours: Mon. - Thurs. 7:30 a.m. to 9 p.m.
Fri. 7:30 a.m. to 3 p.m.

Additional information on library services can be found in the Library Handbook.

Learning Center Computer Lab

Hours: Mon. - Thurs. 8 a.m. - 8 p.m.
Fri. 8 a.m. - 3 p.m.

Uses: Internet, word processing (WP and MS word), PowerPoint, Excel, and coming soon will be a math program called MAPLE.

Students may want to call Rose Dillard at Ext. 7480 to sign up for a time slot during peak hours.

Mathematics Technology Center

The Mathematics Technology Center is located in Room 6133, Snyder Hall. Any Forsyth Tech student can receive help with using a personal calculator. If you are currently enrolled in a math course, a copy can be made for you of available diskette support material. Center hours are posted on the door.

Snow! (Bad Weather Policy)

You should **not** call the school, but should listen to radio/TV announcements regarding school closings. When there is no announcement, the school will be open. We **do not** necessarily close when the Winston-Salem/Forsyth County Schools close!

Photocopying

There are two copiers available for student use and they are located in the Library, Ardmore Hall and at the Bookstore in Snyder Hall. A VendCard to be used for copies may be purchased in the Ardmore library, or copies may be purchased for 10¢ per copy at each copy machine.

February 2001

18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Lincoln's Birthday SGA Meeting	13	14 Valentine's Day	15	16	17
18	19 Washington's Birthday	20	21	22	23	24
25	26 SGA Meeting	27	28 Ash Wednesday			

Fees

Tuition and Fees are subject to legislative change.

Fees (Subject to change without notice)

Student Fees		
Activity Fee		\$9.00
Required of all students.....		
Books and		
Supplies (per semester).....	\$50.00-300.00	
	(Varies)	
Lab/Equipment/Software Fee	\$5.00-20.00	
(selected courses)		
Graduation Fee	\$10.00	
Liability Insurance.....	\$15.00	
(Health Students)		
Parking Permit (yearly)	\$10.00	
(per vehicle on campus)		
Telecourse Fee	\$20.00	
Other Fees		

No laboratory breakage or property damage fees will be charged to you. However, in case of breakage or damage due to gross negligence or maliciousness, you will be expected to reimburse Forsyth Tech.

Tuition Exemption (Senior Citizens)

Senior citizens with proof of age 65 are not charged tuition but are required to pay for books and other fees.

Note:

If you are in a health curriculum which offers clinical work in hospitals, you will have additional costs for textbooks, uniforms, liability insurance, parking fees, and other hospital requirements.

A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled by the college.

Beginning with the first day of classes, a 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.

In the event a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

Guidelines for Tuition Refunds

1. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund.
2. Refunds of five dollars or less will not be made except for classes cancelled by Forsyth Tech.
3. Fees other than tuition, supply and lab fees cannot be refunded.
4. Tuition is not transferable to other individuals.
5. Late tuition refund requests will not be considered.
6. Tuition Refunds for Corporate and Continuing Education classes are handled at West Campus.
7. Tuition cannot be held from one semester to a future semester.

Tuition Refunds

Tuition and fees can be considered for a refund. Student activity fees will be refunded only when classes are cancelled. Students must complete a Request for Tuition Refund form in the Records Office when they drop class(es) and/or if classes are cancelled. All requests are reviewed after the 15th class day. Notification will be mailed to the address provided on the form upon completion of processing.

TO DO LIST

March 2001

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				8	9	10
4	5 Faculty Work Day (No Classes)	6 Faculty Work Day (No Classes)	7 Faculty Work Day (No Classes)			
				14	15	16
11	12 Last Day to Drop Without Penalty SGA Meeting	13				17 St. Patrick's Day
				20	21	22
18	19				23	24
25	26 SGA Meeting	27	28	29	30	31

Student Financial Services

Forsyth Tech makes every effort, within the limitations of its available financial aid resources, to ensure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. The primary responsibility for providing educational expenses rests with you and your family. However, if you cannot provide the entire cost and demonstrate need, you may obtain the necessary funds to meet your expenses. Financial aid may consist of a grant, scholarship, employment, loan or any combination of these which is appropriate to your circumstances and which meets your financial need. All federal financial aid is awarded without regard to race, religion, disability, national origin or gender.

All associate degrees, diplomas, and some certificate programs offered at Forsyth Tech are approved for the training of persons eligible for benefits administered by the Veteran's Administration (VA). For more information concerning application procedures and eligibility requirements for any type of financial assistance, contact the Office of Student Financial Services. A Financial Aid Handbook containing more detailed information is also available.

Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that men and women who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, Forsyth Tech shall adhere to all of the statutes of the United States and State of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students' records, and this Act will be adhered to by Forsyth Tech.

1. Students may review their educational records by making a request in writing to the director of Records and Recruitment.
2. Ordinarily, student records will not be available for review by third parties unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The vice president of Institutional Planning and Support Services, in her discretion, shall make the final decision concerning access to records by any persons other than the student.

TO DO LIST



Student Financial Services Office Hours

Monday through Thursday 8 a.m. to 7 p.m.
 Friday 8 a.m. to 3 p.m.
 (unless otherwise posted)



April 2001

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Savings Time Begins	2	3	4	5	6	7
8 Palm Sunday Passover	9 SGA Meeting	10	11	12 Faculty Work Day (No Classes)	13 Good Friday Easter Holiday	14
15 Easter Sunday	16	17	18	19	20	21
22 SGA Meeting	23	24	25 Professional Secretaries' Day	26	27 Spring Fling	28
29	30					

TO DO LIST

3. Official transcripts will be issued only upon written request by a student or upon written authorization by a student to be released to a designated entity. (See Family Educational Rights and Privacy Act of 1974 on page 25 for additional information.)

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to ensure Forsyth Tech's policies and procedures are adhered to and followed.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 3. Damage on or Verbal Abuse of Private Property

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a Forsyth Tech agent, servant, or employee at any time while such student is enrolled at Forsyth Tech.

Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or Forsyth Tech guest, visitor, or invitee at any time while such student is enrolled at Forsyth Tech, or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off

Forsyth Tech grounds.

Weapons and Dangerous Instrumentalities -

NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age, to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Classroom and Campus Activities

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, Forsyth Tech administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Cheating, Forgery, and Related Offenses

It shall be a violation of the Forsyth Tech Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.

May 2001

24

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					4	5
		1	2	3	4	
6	7	8	9	10	11	12
	Last Day of Classes	Grade Posting Faculty Work Days (No Classes)	Faculty Work Days (No Classes)	Graduation Faculty Work Days (No Classes)	Faculty Work Days (No Classes)	Faculty Work Days (No Classes)
13	14	15	16	17	18	19
Mother's Day	LATE REGISTRATION Faculty Work Days (No Classes) Financial Aid Payment 8:30 a.m. - 7 p.m. Last Day for 100% Refund Purge All Nonpayers	First Day of Classes DROP/ADD Late Registration Late Financial Aid Payment 8:30 a.m. - 7 p.m.	Last Day to Add Classes DROP/ADD Late Registration Late Financial Aid Payment 8:30 a.m. - 7 p.m.		Last day for Financial Aid recipients to charge books/supplies or receive a credit from the Bookstore using financial aid funds.	Armed Forces Day
20	21	22	23	24	25	26
27	28	29	30	31		
	Memorial Day Holiday					

TO DO LIST

implications made by any employee or student when:

5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws
A student shall not violate any state or federal laws while on Forsyth Tech campus or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code
Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational programs, such as the health programs, may require special attire codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas. Attire which would create a safety hazard will not be allowed.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of herself or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or her designate, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. Children are not allowed in classrooms or shop areas
during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skate Boarding
For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skate board on sidewalks, parking lots, or any other college property.

Sexual Harassment Policy
Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college--faculty, staff, and students--may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures. Sexual harassment is defined as deliberate, unsolicited, unwelcomed verbal and/or physical conduct of a sexual nature or with sexual

A. submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, and academic or student status; or

B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual; or

C. such conduct has the purpose or effect of interfering with an individual's performance; or creating an intimidating, hostile, or offensive environment in the work place or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the dean of Curriculum Development for students; or the dean of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Reasonable Person Standard
If there is a question as to whether a certain action or statement constitutes sexual harassment, the college will apply to the facts of the case the standard of behavior of a reasonable person in a similar circumstance. As to actions over which reasonable people might differ, if a request to stop is made known, there is an expectation that the offensive behavior should cease or be modified (1991 OCR Policy Memorandum).

Violation of the Code of Conduct
The following are the degrees of disciplinary action which may be taken as a result of violation of the Student Code of Conduct:

- A. **Verbal Warning** - a verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. **Warning** - a written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. **Disciplinary Probation I** - a written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- D. **Restitution** - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. **Suspension** - exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. **Dismissal on Expulsion** - termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of Curriculum Development for consideration for readmission.

June 2001

26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14 Flag Day	15	16
17 Father's Day	18	19 Last Day to Drop without Penalty	20	21	22	23
24	25 SGA Meeting	26	27	28	29	30

TO DO LIST

G. Other - other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates Federal and/or State and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech; or
3. The student may be subjected to sanctions imposed by Forsyth Tech notwithstanding the fact that civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus Public Safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Curriculum Development of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the executive vice president for Instructional Services and the dean of Curriculum Development. The executive vice president will make the decision on dismissal when applicable and dismiss the student. The student will receive oral and written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Curriculum Development, who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of Curriculum Development, the appeal

must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

Student Appeals Committee

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of Curriculum Development for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices, including ADA;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of Curriculum Development, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the dean of Curriculum Development will review prior decisions and all materials submitted. A decision will be rendered and all parties will be notified in writing of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of Curriculum Development's office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of Curriculum Development.
6. The student must obtain special permission from the executive vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and bloodborne pathogens. Bloodborne pathogens include, but are not limited to, the Human Immunodeficiency Virus (HIV), which is the causative agent for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis B Virus (HBV). These

July 2001

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Independence Day Holiday	5	6	7
8	9 SGA Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 SGA Meeting	24	25 Last Day of Classes	26 Grade Posting	27 Graduation	28 Faculty Work Day (No Classes)
29	30 Annual Leave Period Faculty Work Day (No Classes)	31 Annual Leave Period Faculty Work Day (No Classes)				

TO DO LIST

4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.

5. The counseling staff will be available to coordinate lectures and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.

6. The counseling staff will have available referrals for treatment and more extensive assistance.

7. Student Development Services will assess the institutional environment annually by reviewing data from Public Safety, the Counseling Center, instructors, and other community resources to guide program development for students.

Crime Awareness and

Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, which is located in the Carolina Annex. A special emergency number has been established where staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance.

Upon receipt of a complaint, a Public Safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of Curriculum Development, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may be taken through the chain of command, including the president and Board of Trustees.

A Public Safety officer is on duty at all times regular classes are in session.



procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees should report this information to the dean of Human Resources, and students should report to the dean of Curriculum Development. All information will be kept confidential except to those persons determined by the dean of Human Resources and the dean of Curriculum Development as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become an immediate concern in our society. These problems are extremely complex and have no easy solutions.

The users of drugs may impair the well being of all students and the educational environment, and may result in damage to Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

(See Student Code of Conduct - Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances.)

1. Forsyth Tech does not differentiate between drug users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

3. Each semester as required by law, the counseling staff will conduct mandatory drug awareness and education programs for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.

August 2001

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Annual Leave Period Faculty Work Day (No Classes)	2 Annual Leave Period Faculty Work Day (No Classes)	3 Annual Leave Period Faculty Work Day (No Classes)	4 Annual Leave Period Faculty Work Day (No Classes)
5 Annual Leave Period Faculty Work Day (No Classes)	6 Annual Leave Period Faculty Work Day (No Classes)	7 Annual Leave Period Faculty Work Day (No Classes)	8 Annual Leave Period Faculty Work Day (No Classes)	9 Annual Leave Period Faculty Work Day (No Classes)	10 Annual Leave Period Faculty Work Day (No Classes)	11 Annual Leave Period Faculty Work Day (No Classes)
12 SGA Meeting	13 SGA Meeting	14 SGA Meeting	15 SGA Meeting	16 SGA Meeting	17 SGA Meeting	18 SGA Meeting
19 SGA Meeting	20 SGA Meeting	21 SGA Meeting	22 SGA Meeting	23 SGA Meeting	24 SGA Meeting	25 SGA Meeting
26 SGA Meeting	27 SGA Meeting	28 SGA Meeting	29 SGA Meeting	30 SGA Meeting	31 SGA Meeting	

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the coordinator of Records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The associate dean of Enrollment Management will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute directory information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining semester academic honors are also published. Students who do not wish their names published must notify Student Data Support Services in writing of their desire not to have their names published for graduation or academic honors.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services administrative staff.

Parking or Traffic Appeal Procedure

A request for an appeal of a parking or traffic fine must be submitted in writing to the vice president of Business Services, within seven (7) days of the date of violation.

1. The Traffic Appeals Committee shall consist of three members of the faculty or staff and at least two members of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the vice president of Business Services as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in favor of the student, any fine imposed or paid shall be rescinded or remitted.
2. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. Students shall have the right to present testimony and witnesses in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
3. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the vice president of Business Services. Persons who have an appeal scheduled and fail to appear, after having been duly notified of the time and place of the appeal, will have their appeal denied. There will be no continuance of the appeal unless approved by the vice president of Business Services.
4. All decisions of the Traffic Appeals Committee shall be final.
- 5.

Use of Facilities

The buildings and their contents exist solely for the education of Forsyth Tech's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it. According to the United States Copyright Law, illegal

reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

Acceptable Use Agreement for Computer Network Accounts

General Information

Internet access is provided as a service for the students, faculty, and staff of Forsyth Technical Community College. The campus network is connected to the Advanced Network and Services, Inc. (ANS) backbone via a connection to the North Carolina Integrated Information Network (NIIN). Therefore, the acceptable use policies and standards which apply to these networks also apply to anyone using the Forsyth Technical Community College campus network connection to the Internet.

Network Access

1. Use of the Forsyth Technical Community College campus network is restricted to authorized users who have been assigned a login ID and password by the Academic Computer Center.
2. Authorized users are responsible for the proper use of their accounts. This includes the protection of their login ID's and passwords as well as other responsibilities outlined in this agreement.

Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina community college system.
2. Activities for the purpose of professional development and maintaining currency.
3. Activities for the purposes of instruction, curriculum improvement, and promotion of communication between Forsyth Technical Community College and other academic communities.
- 4.
- 5.

Prohibited Activities

The following are intended as guidelines and are not to be considered conclusive.

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
2. Intentionally creating, modifying, or copying files to or from any areas to which the user has not been granted access.
3. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users.
4. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of process name.
5. Accessing any network computer or directories on any network computer that the user has not been authorized to use.
6. Using of the Forsyth Technical Community College network or Internet connection to transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation or would likely be highly offensive to the recipient or recipients thereof.
7. Using of the Forsyth Technical Community College network or Internet connection for commercial purposes such as advertising or selling commercial offerings.
8. Performing any activity that would infringe upon or invade another individual's privacy.
9. Violating of the Virus Eradication Act by knowingly propagating or introducing a computer virus, worm, or trojan onto the network.
10. Performing any action that would violate the federal Telecommunications Act of 1996, including, but not limited to, illegally accessing secured computer systems.
11. Performing any action that would violate copyright laws and software license agreements.

Account Ownership

Network accounts and Internet access are services provided to students, staff and faculty by Forsyth Technical Community College. Forsyth Technical Community College reserves the right to terminate network accounts and Internet access without prior notice.

Account Liability

Account users are solely responsible for all activity with respect to their account.

Account Abuse Notification

In the event of an account violation(s), Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

Privacy Notification:

You DO NOT have a reasonable expectation of privacy with regard to your account, including, but not limited to, your e-mail, files, and all other account activity.

Student Activities

Student Government Association (SGA)

The Student Government Association promotes interest in student affairs both on and off campus. When you pay your activity fee, you automatically become an SGA member in good standing and are afforded all the rights and privileges of general membership.

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council (SGC). The Student Government Council consists of the student government officers, Alpha Mu Beta Fraternity members, and other Student Government Council representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council

The Student Government Council is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The Student Government Council manages the Student Activities budget and meets in business sessions. During the meetings, the members address student issues, plan and produce student activities such as "Spring Fling," blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, team work, project management, and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or work with advertising, student publications, and other public information duties. SGC also represents the student body to the college administration. The SGC president serves on the FTCC Board of Trustees and reports to the SGC about Board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration.

Alpha Mu Beta

Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the SGC. Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills.

Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed yet disciplined fellowship that encourages growth. Ambassadors have the opportunity to produce such events as the Angel Tree, Martin Luther King Celebration, and many other service projects for the benefit of the college family and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council. This program allows students to have a tangible record of these efforts which also indicates to the entire institution the work that is being done by members of the student government. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. For example, students will keep track of how many hours they spend in areas of campus service, community service, and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager, and Ronald McNair.

Membership Requirements

If you have any questions about applying for membership in the Student Government Council or any other program, contact the Student Activities Supervisor, Ext. 7326, or the Student Activities Secretary, Ext. 7509. To become a member of one of the Student Government programs, you must:

1. Check your Cumulative Grade Point Average.

Ambassadors are required to maintain a 3.0 GPA. Student

32 Government Council members must maintain a 2.5 GPA.

2. Be registered for the correct number of credit hours.

Student Government Council members must be registered for one credit hour per semester. Ambassadors must be registered for at least six hours per semester.

3. Fill out a Student Government Council Application.

Applications may be picked up in the Student Activities Center in Snyder Hall. Student Government Council applicants need not have the application signed by your dean at this point. Ambassadors must have the application signed by a faculty or staff member.

4. File the Application.

Take your application to the Student Activities Center in Snyder Hall or mail it to:
Eddie Waddell, Forsyth Technical Community College
2100 Silas Creek Parkway, Winston-Salem, NC 27103.

Interview Process

Students who apply for a position in the Student Government Council must undergo an interview process. The program's advisor will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the Student Activities Supervisor. All SGC candidates are required to complete an Orientation Program.

Student Recreation

Student recreation programs are offered through the Student Activities Office. Sports offered are determined by your interest and the availability of faculty coaches. Forsyth Tech typically offers men's basketball, coed volleyball, and women's fastpitch softball teams. Teams compete intercollegiately.

Student Activities provides a number of recreational activities that are available for all students at Forsyth Tech. The Student Activities Office is open to ideas and suggestions for recreation activities for students.

The gymnasium on the Forsyth Tech West Campus is not available for use on a regular basis. Arrangements for use of the gym must be made through the Student Activities Office, and all activities must be supervised by Forsyth Tech personnel.

Constitution

Forsyth Technical Community College
Student Government Association

Preamble
 We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

ARTICLE II: OBJECTIVES

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAs, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAs.

ARTICLE III: COMPOSITION

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

Section 6. The SAS shall be the senior advisor to the SGC.

ARTICLE IV: MEETINGS

Section 1. The SGC will meet with the SAS on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer term.

Section 3. Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the SAS.

ARTICLE V: DUTIES

Section 1. The President shall:

- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
- E. Represent the SGC in all relations with school officials and with other institutions.
- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.
- B. Assume the duties of the president should the president resign.
- C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.
- D. Assist in all other areas as requested by the president.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the SGC.
- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGC.
- B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.
- C. Submit a financial report at all regular meetings of the SGC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the TECHNICALLY SPEAKING staff.
- C. Serve as chairperson on the Poster and Publicity Committee.
- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

Section 6.

- A. Guide the SGC in matters of parliamentary procedure.
- B. Shall advise the president in matters regarding the SGC constitution.
- C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
- D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
- E. Shall chair the SGC Interview Committee.

Section 7. All representatives, including those holding office, shall:

- A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
- B. Participate in at least 75% of all SGC projects and activities.
- C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
- D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
- E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
- F. Be subject to one semester's probation for dropping below GPA requirements.

ARTICLE VI: COMMITTEES

Section 1. Standing committees shall include:

- A. budget,
- B. poster/publicity,
- C. Flight Line,
- D. Interview Committee,
- E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:

- A. All committees not meeting on a regular basis.
- A. Serve as chairperson of no more than one standing committee at a time.
- B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex-officio member of all committees.)

ARTICLE VII: VACANCIES

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

ARTICLE IX: GRIEVANCE PROCEDURES

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAS.

Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

ARTICLE X: IMPEACHMENT

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:

- A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
- B. Does not perform the duties as assigned in the Constitution.
- C. Exhibits conduct unbecoming an SGC member.
- D. Academic probation by FTCC.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninvolved officer or representative.

Section 3. The SAS and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The Review Committee must call a special meeting of the SGC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:

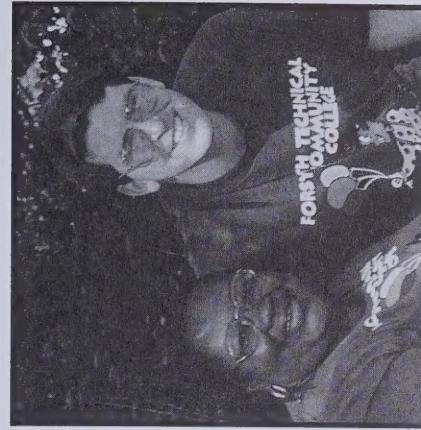
- A. Reason for dismissal will be read.
- B. The highest uninvolved officer will substantiate the reason for dismissal.
- C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
- D. A vote will be taken and the majority will rule.

ARTICLE VIII: ALPHA MU BETA FRATERNITY

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of FTCC, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

ARTICLE XII: BY-LAWS

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGC. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.



Eddie Waddell
Student Activities Division Supervisor

Daisy Cutler
Student Activities Division Secretary

ARTICLE XI: AMENDMENTS

Amendments to this Constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

You are invited to join the Forsyth Technical Community College Student Government Council, clubs, and sports teams. For more information call 734-7326 or 734-7509.

CLUBS

PHONE

ADVISOR

Architectural Technologies

Herb Burns

Ext. 7342

Association of Information Technology Professionals

Mardi White

Ext. 7199

Future Advocates for Children's Tomorrows (F.A.C.T.)

Pat Whisnant

Ext. 7309

International Cultural Exchange Club

Jim Churchill

Ext. 7457

Law Enforcement Technologies

Patti Palmer

Ext. 7493

Medical Assisting Student Organization (MASO)

Laura Durham

Ext. 7362

Phi Theta Kappa

Kim Wyatt

Ext. 7460

Philosophical Society

Jewel Cherry

Ext. 7297

Society of Manufacturing Engineers (SME)

Dr. James Fortuna

Ext. 7454

Student Practical Nurses Organization

Ellen Reese

Ext. 7261

Student Nurses Association

Carolyn Rajacic

Ext. 7416

Student Medical Sonographers

Linda Potter

Ext. 7418

Anne Conner-Day

Ext. 7437

SPORTS TEAMS

Men's Basketball

Eddie Waddell

Ext. 7326

Women's Softball

Gary O'Neal

Ext. 7509

Coed Volleyball

Barry Lawing

Ext. 7461

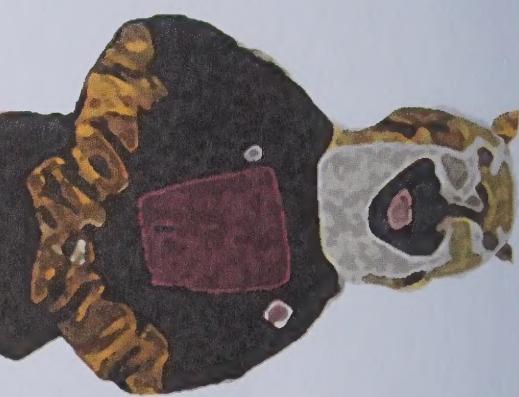
An Equal Opportunity Educational Institution

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate in Applied Science, Associate in Art, and Associate in Science degrees.

11,000 copies of this public document were printed with Student Activity funds by authority of the Student Government Association at a cost of \$7,298.00 or \$0.66 per copy. 812974/00

Meet Technical Tiger, the official mascot of Forsyth Technical Community College.

The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The Board of Trustees officially adopted the mascot on Thursday, April 20, 1995.



Clevell Harris retains the copyright and the SGA owns the character. The following rules apply to using Technical Tiger: 1) Any use of the character must be approved by the Student Government Association.

2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

